



**FRANKLIN COUNTY
DEPARTMENT OF ANIMAL CONTROL
4340 TAMARACK BLVD
COLUMBUS OHIO 43229**

POSITION TITLE: Account Clerk 1
(Non-Bargaining)

PCN: 071002

REPORTS TO: Assistant Director

P.R.: N4

RESPONSIBILITIES: Receive and review invoices, and verify receipt of goods or services. Monitor and oversee changes in vendor information. Review vendor information and invoices for accuracy and processing. Process invoices for payment in computer system. Create purchase orders and requisitions. Maintain files, records and receipts.

Acquire, prepare and process employee timecards. Review time cards, overtime, and absent requests. Verify availability of leave and process new hire paperwork. Maintain and monitor employees' accrual and deduction accounts. Enter payroll information into computer system. Respond to requests for payroll information.

Provide assistance to Assistant Director as requested. Prepare, type, and maintain requisitions, purchase orders, vouchers for payment, payroll accounts and attendance records. Maintain benefit records.

MINIMUM QUALIFICATIONS: High School diploma or GED with two (2) years of customer service experience; or any equivalent combination of training and experience.

STARTING SALARY: \$12.80/hour, plus a comprehensive Benefits Package
180 Day Probationary Period

DATE POSTED: Wednesday June 3, 2015

DEADLINE TO APPLY: Tuesday, June 16, 2015

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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